

### **Confidentiality in Public Places**

#### **Policy**

Care will be taken at all times to safeguard the confidentiality of clients and Lions Emergency Accommodation Centre Inc. (LEAC) staff in public areas.

#### **Procedure**

In the Office, vehicles, housing and the community, care must be taken that conversations related to clients or staff cannot be overheard by others.

Staff members are not to leave any confidential or personal material on view.

Staff will not acknowledge current or former clients in public unless the client initiates the acknowledgement.